

**CENTER FOR NONPROFIT SUCCESS**

**Fundraising in the One Person Development Shop**  
**Making the Most of a Shoestring Budget**

**San Francisco Fundraising Summit**  
**Wednesday, October 28, 2009**  
**1:45 – 5:00 PM**

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**\*\*\*FACILITATION HANDOUT FOR INTRODUCTION\*\*\***

**INDEX CARD KEY:**

- 1. QUESTIONS:**     **Blue**
- 2. COMMENTS:**   **Purple**
- 3. SUGGESTIONS:** **Green**

**FACILITATION DESCRIPTION:**

Jeanette will facilitate an interactive group activity that will allow each of you to introduce yourself and state why you are here.

**OUTCOMES:**

The main goal of the Facilitation is to provide you with a structure and “first tier” resources to:

- 1. Ascertain & Address Your Fund Development Priorities
  - a. What are your top (3) challenges?
  - b. What is your main area of expertise?
  - c. What knowledge, strategy or action plan do you most need to leave with?

**ACTIVITY 1:** Group Activity (40 minutes)

With the outcomes in mind create/develop a top (10) list of your needs (Why you are here).

## 1. Choose Roles

- a. **Facilitator** – the person responsible for organizing the work of the group, and making sure that the group stays on task.
- b. **Recorder** – the person who takes notes on group brainstorming activities, and prepares draft (outline of results).
- c. **Reporter** – the person who shares with the other teams the work or conclusion of the other teams.
- d. **Timekeeper** – the person who makes sure that the team devotes appropriate time to each assigned task and completes all its tasks within the allotted timeframe.
- e. **Observer** – the person who watches the interaction of the group members and reports on difficulties or successes in group interaction.

## CLOSURE:

### Wrap Up (20 minutes)

1. Have each group identify and share their top (3) needs
2. Provide Feedback (For your personal use)
  - a. Who's at Your Table
    - i. Resource ("First Tier")
    - ii. Skill Set (Expertise)
    - iii. Do they know/have what you need? (Possible Mentor)
3. Plan for follow-up activities (At the close of the workshop)
  - a. Collect Comment Sheets
  - b. Prepare a Group Directory
  - c. Provide Additional Tools (Handouts)
    - i. Write on Comment Sheet which additional resources you would like to receive.

## ACTIVITY ONE

## GROUP ACTIVITY – COMPLETE HANDOUT (20 MINUTES)

1. What knowledge, strategy or action plan do you most need to leave with?

### OUR TOP (10) LIST OF NEEDS:

[illegible]